

Project Close Out Checklist

Station _____
 Project _____
 Project Number _____

Last Revision _____
 Contract Number _____

1. Close-out Per Specification Book (Project Specific)					
Section	Title	Description of Items Required	Quantity Requested	Specific Requirement	Comments
This section should be completed from the Project Specific Construction Specifications. Below are examples.					
01700-1.2.A.1	Contract Close-out	Submit warranties			
01700-1.2.A.1	Contract Close-out	Submit workmanship bonds			
01700-1.2.A.1	Contract Close-out	Submit maintenance agreements			
01700-1.2.A.1	Contract Close-out	Obtain Certificate of Conditional Occupancy from NSF			
01700-1.2.A.1	Contract Close-out	Notify Property Administration (Finance) - Conditional Occupancy granted			
01700-1.2.A.2	Contract Close-out	Submit releases allowing NSF use of facility			
01700-1.2.A.3	Contract Close-out	Submit as-builts; plans; specs; product data; samples			
01700-1.2.A.3	Contract Close-out	Submit O & M manuals			
01700-1.2.A.3	Contract Close-out	Submit final project photos			
01700-1.2.A.3	Contract Close-out	Submit damage or settlement surveys			
01700-1.2.A.3	Contract Close-out	Submit property surveys			
01700-1.2.A.3	Contract Close-out	Submit final record information			
01700-1.2.A.4	Contract Close-out	Place tools, spare parts, and extra stock, into logistics system			
01700-1.2.A.5	Contract Close-out	Complete startup testing			
01700-1.3.A	Contract Close-out	Submit endorsed and dated certified copy of completed punch list			
01700-1.3.B.1	Contract Close-out	Obtain Certificate of Final Acceptance from NSF			
01700-1.4.C.4	Contract Close-out	Submit as-built Project Manual w/ CO's and addenda			
01700-1.4.D.3	Contract Close-out	Submit as-built Product Data w/ Change Orders			
01700-1.4.H	Contract Close-out	Submit "Lessons Learned" report			

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[illegible]

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5. Final Submittal					
Section	Title	Description	Tab	Form	Comments
This section should be completed from the Project Specific Construction Specifications. Below are examples.					
		Punch List - Signed off			
		Test & Commissioning Reports			
		Warranties			
		O & M Manual Acceptance Form			
		Fire Systems Acceptance forms			
		Test Acceptance Forms			
		Conditional Project Acceptance			
		Final Project Acceptance Form			
		As-built drawings			
		O & M Manual on CD			
		Extra Stock, Spare Parts, Special Tools Turnover			
		Test & Commissioning Reports			
		Warranties			
		O & M Manual Acceptance Form			
		Fire Systems Acceptance forms			
		Test Acceptance Forms			
		Conditional Project Acceptance			
		Final Project Acceptance Form			
		As-built drawings			
		O & M Manual on CD			
		Extra Stock, Spare Parts, Special Tools Turnover			